## Monthly Expenditure Report

**Reporting Month:** August 2019  
**Budget Fiscal Year:** 2019-2020  
**NC Name:** Central San Pedro Neighborhood Council

### Monthly Cash Reconciliation

<table>
<thead>
<tr>
<th></th>
<th>Beginning Balance</th>
<th>Total Spent</th>
<th>Remaining Balance</th>
<th>Outstanding</th>
<th>Commitments</th>
<th>Net Available</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$51955.00</td>
<td>$1155.69</td>
<td>$50799.31</td>
<td>$459.80</td>
<td>$0.00</td>
<td>$50339.51</td>
</tr>
</tbody>
</table>

### Monthly Cash Flow Analysis

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>Adopted Budget</th>
<th>Total Spent this Month</th>
<th>Unspent Budget Balance</th>
<th>Outstanding</th>
<th>Net Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office</td>
<td>$36500.00</td>
<td>$1155.69</td>
<td>$35299.31</td>
<td>$459.80</td>
<td>$34839.51</td>
</tr>
<tr>
<td>Outreach</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Elections</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Community Improvement Project</td>
<td>$2500.00</td>
<td>$0.00</td>
<td>$2500.00</td>
<td>$0.00</td>
<td>$2500.00</td>
</tr>
<tr>
<td>Neighborhood Purpose Grants</td>
<td>$3000.00</td>
<td>$0.00</td>
<td>$3000.00</td>
<td>$0.00</td>
<td>$3000.00</td>
</tr>
</tbody>
</table>

- Funding Requests Under Review: $0.00
- Encumbrances: $0.00
- Previous Expenditures: $45.00

### Expenditures

<table>
<thead>
<tr>
<th>#</th>
<th>Vendor</th>
<th>Date</th>
<th>Description</th>
<th>Budget Category</th>
<th>Sub-category</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>COSTCO DELIVERY 564</td>
<td>08/28/2019</td>
<td>(Credit card transaction)</td>
<td>General Operations Expenditure</td>
<td>Office</td>
<td>$65.69</td>
</tr>
<tr>
<td>2</td>
<td>INT IN THE MAILROOM</td>
<td>08/28/2019</td>
<td>(Credit card transaction)</td>
<td>General Operations Expenditure</td>
<td>Office</td>
<td>$390.00</td>
</tr>
<tr>
<td>3</td>
<td>INT IN THE MAILROOM</td>
<td>08/28/2019</td>
<td>(Credit card transaction)</td>
<td>General Operations Expenditure</td>
<td>Office</td>
<td>$345.00</td>
</tr>
<tr>
<td>4</td>
<td>INT IN THE MAILROOM</td>
<td>08/28/2019</td>
<td>(Credit card transaction)</td>
<td>General Operations Expenditure</td>
<td>Office</td>
<td>$180.00</td>
</tr>
<tr>
<td>5</td>
<td>INT IN THE MAILROOM</td>
<td>08/29/2019</td>
<td>(Credit card transaction)</td>
<td>General Operations Expenditure</td>
<td>Office</td>
<td>$175.00</td>
</tr>
<tr>
<td></td>
<td><strong>Subtotal:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>$1155.69</strong></td>
</tr>
</tbody>
</table>

### Outstanding Expenditures

<table>
<thead>
<tr>
<th>#</th>
<th>Vendor</th>
<th>Date</th>
<th>Description</th>
<th>Budget Category</th>
<th>Sub-category</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>AppleOne Employment Services</td>
<td>08/28/2019</td>
<td>Motion to approve FY 2019/20</td>
<td>General Operations Expenditure</td>
<td>Office</td>
<td>$184.80</td>
</tr>
<tr>
<td></td>
<td>ANDREW MENZES</td>
<td>09/03/2019</td>
<td>Motion to approve FY 2019/20 Administrative P...</td>
<td>General Operations Expenditure</td>
<td>Office</td>
<td>$275.00</td>
</tr>
<tr>
<td>---</td>
<td>---------------</td>
<td>------------</td>
<td>-------------------------------------------------</td>
<td>--------------------------------</td>
<td>--------</td>
<td>---------</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td>Subtotal: Outstanding</td>
<td></td>
<td></td>
<td>$459.80</td>
</tr>
</tbody>
</table>
Your Order Number is: 903880226
Order Date: Wednesday, Aug 28, 2019
Scheduled Delivery Date: Wednesday, Aug 28, 2019

Ship Via: SUP_DNS_MBR
Route#/Stop#: Resale#

Delivery Address:
LINDA NUTILE

Billing Address:
LINDA NUTILE

Membership Number:

Payment Method:
MASTERCARD ********** 6706

<table>
<thead>
<tr>
<th>ORDERED</th>
<th>SHIPPED</th>
<th>ITEM</th>
<th>DESCRIPTION</th>
<th>UNIT PRICE</th>
<th>TAX</th>
<th>INSTANT SAVINGS</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.00</td>
<td>1.00</td>
<td>956873 ZBEAM STEEL SHELVING WHALEN LIMITED P=18</td>
<td>$59.99</td>
<td>Y</td>
<td></td>
<td>$59.99</td>
<td></td>
</tr>
</tbody>
</table>

Note:
Executive Members receive approximately 2% back annually, up to $1000 on qualified purchases.
Approximate Rebate for this Invoice: $1.20

Costco Anywhere Visa Card offers you many cash back opportunities and benefits, including: 4% cash back on eligible gas worldwide for the first $7,000 and then 1% thereafter, 3% on restaurant and eligible travel purchases worldwide, 2% on all other purchases from Costco and Costco.com and 1% on all other purchases.
Approximate Rebate for this Invoice: $1.20

**When you provide a check as payment, you authorize us either to use the account information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. For questions or concerns, please call us at 1-800-788-9968.**

**In many areas, state law prohibits shipping dextromethorphan products to individuals under the age of 18. It is Costco's policy that a government issued identification will be checked at the time of delivery if the person receiving the products appears to be under the age of 27.**

**Deliveries of tobacco products require a photographic identification and signature of a person at least the minimum age for the legal purchase of tobacco products. Surgeon General's Warning: Smoking Causes Lung Cancer, Heart Disease, Emphysema and May Complicate Pregnancy. Cigarette Smoke Contains Carbon Monoxide.**

**MERCHANDISE RECEIVED BY:**

**MEMBER DECLINES TO VERIFY ORDER**

Initial

Signature Printed Name

Order No: 903880226
The Mailroom

Attn: Kristina Smith
1840 S Gaffey St
Suite 102
San Pedro, CA 90731
United States

Phone: 310-918-8650
Fax: 310-514-0920
ksmith@klct.com

---

Invoice #: 0765-CeSPNC  
Invoice Date: Jul 20, 2019  
Reference: JUN 2019  
Due date: Jul 30, 2019

Amount due: $390.00

Bill To:
Central San Pedro Neighborhood Council
1840 S. Gaffey Street #212
San Pedro, CA 90731
United States

treasurer@centralsanpedro.org

Ship To:
Central San Pedro Neighborhood Council
1840 S. Gaffey Street #212
San Pedro, CA 90731
United States

Date                          Description                                                                                                      Quantity | Price  | Amount  
---                            ---                                                                                                                                          --- | ---    | ---    
Jun 30, 2019                   VIRTUAL OFFICE FEES JUNE 2019 Virtual office duties Include:                                                                                         1   | $275.00 | $275.00
  • Mail Service (Send out First Class Mail on Board Approved Correspondence)                                                                                       
  • Equipment storage (PA Systems/Copier/Files/signs/banners/Misc.)                                                                                                    
  • Printing Services for Agendas, Meeting Notices & Compiling Agenda Packets                                                                                          
  • Website Maintenance – Daily uploading of documents and calendar events, flyers, post news, etc.                                                             
  • Maintenance of email addresses hosted through GoDaddy                                                                                                              
  • Email Blasts of news and agendas and maintenance of lists (utilizing Constant Contact)                                                                       
  • Phone Answering Service                                                                                                                                              

Jun 30, 2019                   CONSTANT CONTACT MONTHLY USAGE FEE JUNE 2019 Usage Fee @ $45 per month                                                                                     1   | $45.00  | $45.00

Jun 30, 2019                   STORAGE FEES 6/19/19-7/19/19                                                                                                                                          1   | $70.00  | $70.00

Subtotal                                                                                                 $390.00
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Discount ($0.00)</td>
<td>$0.00</td>
</tr>
<tr>
<td>Shipping</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$390.00 USD</strong></td>
</tr>
</tbody>
</table>

**Notes**

Thank you for utilizing our services.
The Mailroom

Attn: Kristina Smith
1840 S Gaffey St
Suite 102
San Pedro, CA 90731
United States

Phone: 310-918-8650
Fax: 310-514-0920
ksmith@klct.com

---

**INVOICE**

Invoice #: 0771-CeSPNC
Invoice Date: Aug 1, 2019
Reference: JULY 2019
Due date: Aug 11, 2019

Amount due: **$345.00**

---

**Bill To:**
Central San Pedro Neighborhood Council
1840 S. Gaffey Street #212
San Pedro, CA 90731
United States

treasurer@centralsanpedro.org

**Ship To:**
Central San Pedro Neighborhood Council
1840 S. Gaffey Street #212
San Pedro, CA 90731
United States

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Quantity</th>
<th>Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul 31, 2019</td>
<td>VIRTUAL OFFICE FEES JUNE 2019 Virtual office duties Include: • Mail and Email Service (Send out First Class Mail on Board Approved Correspondence) • Equipment storage (PA Systems/Copier/Files/signs/banners/Misc.) • Printing Services for Agendas, Meeting Notices &amp; Compiling Agenda Packets • Website Maintenance – Daily uploading of documents and calendar events, flyers, post news, etc. • Maintenance of email addresses hosted through GoDaddy • Email Blasts of news and agendas and maintenance of lists (utilizing Constant Contact) • Phone Answering Service and Answering/Forwarding of <a href="mailto:info@centralsanpedro.org">info@centralsanpedro.org</a> emails.</td>
<td>1</td>
<td>$275.00</td>
<td>$275.00</td>
</tr>
<tr>
<td>Jul 31, 2019</td>
<td>STORAGE FEES 7/19/19-8/19/19</td>
<td>1</td>
<td>$70.00</td>
<td>$70.00</td>
</tr>
</tbody>
</table>

**Subtotal** $345.00

**Discount ($0.00)** $0.00
Notes

Thank you for utilizing our services.
The Mailroom

Attn: Kristina Smith
1840 S Gaffey St
Suite 102
San Pedro, CA 90731
United States

Phone: 310-918-8650
Fax: 310-514-0920
ksmith@klct.com

Invoice 

Invoice #: 0750-CeSPNC
Invoice Date: Jun 12, 2019
Reference: HOSTING FEES
Due date: Jun 22, 2019

Amount due: $180.00

Bill To:
Central San Pedro Neighborhood Council
1840 S. Gaffey Street #212
San Pedro, CA 90731
United States
treasurer@centralsanpedro.org

Ship To:
Central San Pedro Neighborhood Council
1840 S. Gaffey Street #212
San Pedro, CA 90731
United States

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Quantity</th>
<th>Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jun 12, 2019</td>
<td>ANNUAL WEBSITE HOSTING FEES thru June 2019 Hosting of CentralSanPedro.org website for period July 2018 thru June 2019. (Last payment of $180 was in June 2018 and covered July 2017-June 2018.</td>
<td>12</td>
<td>$15.00</td>
<td>$180.00</td>
</tr>
</tbody>
</table>

Subtotal $180.00
Shipping $0.00

Total $180.00 USD

Notes

Thank you for utilizing our services.
The Mailroom

Attn: Kristina Smith
1840 S Gaffey St
Suite 102
San Pedro, CA 90731
United States

Phone: 310-918-8650
Fax: 310-514-0920
ksmith@klct.com

### Invoice

- **Invoice #:** 0766-CeSPNC
- **Invoice Date:** Jul 20, 2019
- **Reference:** Annual Mailbox fee
- **Due date:** Jul 30, 2019

**Amount due:** $175.00

---

**Bill To:**
Central San Pedro Neighborhood Council
1840 S. Gaffey Street #212
San Pedro, CA 90731
United States
treasurer@centralsanpedro.org

**Ship To:**
Central San Pedro Neighborhood Council
1840 S. Gaffey Street #212
San Pedro, CA 90731
United States

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Quantity</th>
<th>Price</th>
<th>Amount</th>
</tr>
</thead>
</table>
| Aug 31, 2018 | MAILBOX RENTAL
Private Mailbox Rental at The Mailroom, 1840 S. Gaffey. Box 212 for 12 months. 7/2/19 thru 7/2/20
(Last paid invoice for annual mailbox fees was on the Sept 13, 2018 Invoice) | 1        | $175.00| $175.00|

**Subtotal** $175.00
**Discount ($0.00)** $0.00
**Shipping** $0.00

**Total** $175.00 USD

---

**Notes**

Thank you for utilizing our services.